



**City of Hampton**  
**PERSONNEL ADMINISTRATIVE INSTRUCTION**

<b>DATE:</b> February 2, 2010	<b>CHAPTER:</b> 8	<b>PAI No.</b> 7									
<b>REFERENCES:</b> Section XII	<b>SUBJECT:</b> Public Safety Promotional Procedure										
<p>I.     <u>General:</u></p> <p>The purpose of this procedure is to establish consistent criteria for determining personnel to be promoted who best meet the needs of the Fire and Rescue and Police Divisions, hereafter referred to as the Public Safety Divisions, and the City of Hampton. Employees shall be selected based on merit. Consistent with law and City policy, race, sex, age, creed, color, religion, genetic information, or other non-job related criteria shall have no bearing on a selection. This promotional policy covers the ranks of Lieutenant, Captain and Battalion Chief within the Fire and Rescue Division and Corporal, Sergeant, Lieutenant and Captain within the Police Division. Once established, Public Safety Division promotion registers shall remain closed and in effect for one (1) year. However, the Fire Chief/Police Chief has the discretion to establish a new promotion register, prior to the one year period, if the register is exhausted.</p> <p>II.    <u>Definitions:</u></p> <p style="margin-left: 40px;">A.     <u>Promotion Examination Process</u></p> <p style="margin-left: 80px;">A process of screening, assessment center, and as applicable, written examination conducted by the City of Hampton Department of Human Resources and/or a professional consultant and the Public Safety Divisions.</p> <p style="margin-left: 40px;">B.     <u>Screening</u></p> <p style="margin-left: 80px;">The rating of time in grade and education. Any qualifying experience gained in an approved temporary position may be used in the promotion screening process. Education is creditable only when received from an institution that is approved by a regionally or nationally recognized accrediting agency. A list of approved accrediting agencies is determined by the U. S. Secretary of Education. Degrees are preferred but not required.</p> <p style="margin-left: 40px;">C.     <u>Written Examination</u></p> <p style="margin-left: 80px;">A validated written examination used only in the process for promotion to the ranks of Fire Lieutenant and Police Sergeant.</p> <p style="margin-left: 40px;">D.     <u>Assessment Center</u></p> <p style="margin-left: 80px;">An oral or practical interview or examination that is evaluated by external assessors.</p> <p style="margin-left: 40px;">E.     <u>Subject Matter Experts</u></p> <p style="margin-left: 80px;">An expert in the field of Fire and Police science and services.</p>											
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"> Nicole Clark, Director of Human Resources</div><div style="width: 55%; text-align: center;"><table style="width: 100%; border: none;"><tr><td style="border: none;">Chapter No.</td><td style="border: none;">PAI No.</td><td style="border: none;">Page No.</td></tr><tr><td style="border: none;">8</td><td style="border: none;">7</td><td style="border: none;">1</td></tr><tr><td colspan="3" style="border: none;">Revision Date: January 21, 2014</td></tr></table></div></div>			Chapter No.	PAI No.	Page No.	8	7	1	Revision Date: January 21, 2014		
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**III. Eligibility Criteria:**

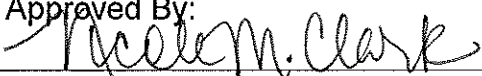
Public Safety Division personnel classified under the Public Safety Pay Schedule must meet the following eligibility criteria in addition to the minimum qualifications established for the position for which promotion is sought:

- A. Any employee who competes in the promotional process must have a Performance Evaluation overall rating for the current fiscal year of 'Achieved' or better. The current fiscal year rating cannot be deferred.
- B. Any employee on the promotional register, who receives a Performance Evaluation below an 'Achieved' rating or a deferred rating, shall be excluded from consideration for promotion until a rating of 'Achieved' or better is obtained.
- C. Any employee who has received two (2) written reprimands or has been suspended from duty and pay as a disciplinary measure shall be eligible to participate in the promotion examination process, but shall not be eligible for promotion for a period of one (1) year from the date of the reprimand and/or suspension.
- D. Any employee on the promotional register, who has received two (2) written reprimands or has been suspended from duty and pay as a disciplinary measure, shall be excluded from consideration for promotion for a period of one (1) year from the date of the reprimand and/or suspension.
- E. Any employee who has been demoted as a disciplinary measure, shall be eligible to participate in the promotion examination process for the previous position, but shall not be eligible for promotion for a period of one (1) year from the date of the demotion.
- F. Any employee on the promotional register, who has been demoted as a disciplinary measure, shall be excluded from consideration for promotion.

**IV. Application Process:**

Public Safety Division employees will be informed of the promotional process schedule by their respective Chiefs or designees through a variety of electronic and written communications. Public Safety Division employees who wish to compete for promotion shall complete and submit an on-line application for the promotional position. The position posting (job announcement) shall be posted on the Human Resources website located at [www.hampton.gov/hire](http://www.hampton.gov/hire)) for a minimum of fourteen (14) calendar days.

Application packets must be completed in sufficient detail to support the awarding of credit for experience and education. Applicants should enter the titles of all positions held, dates the position(s) were held, and a brief description of responsibilities and/or areas of expertise. In order to be considered in the promotional process, completed applications to include all required documentation, current college transcripts or diplomas and or copies of completed certifications must be submitted prior to the closing of the posting.

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Applications will not be accepted after the closing date of the position posting. It is the responsibility of the employee to ensure that the application and/or transcripts/certifications are properly completed and submitted in a timely manner.

Employees are requested to communicate in writing to the Human Resources coordinator if they wish to withdraw from the promotional procedure.

**V. Screening Process:**

**A. Determine Eligibility**

The Human Resources coordinator, in conjunction with a Public Safety Division representative, shall review each application to determine if the employee meets the eligibility criteria. Therefore, it is essential that each candidate's official personnel folder be accurate and complete. It is the responsibility of each candidate to ensure the official personnel record is accurate and complete at all times. Employees who do not meet the minimum eligibility criteria shall be notified in writing by the Human Resources coordinator within seven (7) calendar days after the completion of the screening process. The written notification will include the reason for the disqualification.

**B. Award Credit**

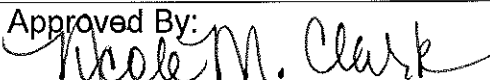
Each eligible employee will be awarded appropriate credit for time in grade and education. Employees will be notified in writing of the screening scores within seven (7) days of the completion of the screening process. Any questions or discrepancies in points awarded must be directed to the Human Resources coordinator prior to the close of business on the fourth (4<sup>th</sup>) calendar day after receipt of the written notification.

**C. Administer Written Examination**

For promotion to the rank of Fire Lieutenant and Police Sergeant, a validated written examination shall be administered by Department of Human Resources in coordination with the Public Safety Divisions. The Department of Human Resources and or the Public Safety Division representatives shall advise all eligible applicants of the date, time, and location of the written examination.

The written examination shall require employees to demonstrate knowledge required to successfully perform the duties of the posted position. The score for the written exam is included in the calculation for total points and will include a maximum of twenty (20) creditable points in the promotional process. The top thirty (30) candidates, based on written examination score, will proceed to the assessment center. If there is a tie for the thirtieth (30<sup>th</sup>) place, all candidates who are tied at the thirtieth (30<sup>th</sup>) place will proceed to the assessment center.

Challenges to any questions on the written examination must be submitted in writing, to the Director of Human Resources or designee by close of business on the day following the test. Question challenge forms will be available at the test site. The candidate shall clearly specify the nature of the challenge. Challenges will be reviewed with the Fire Chief/Police Chief, in consultation with previously identified

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Subject Matter Experts and a decision will be made to uphold or deny the challenge. The determination will be subject to the final approval of the Fire Chief/Police Chief and the Director of Human Resources. The candidate will be notified of the decision in writing. In cases where the answer to a question is successfully challenged, appropriate points will be added to the score of each candidate who originally lost points for the question.

D. Waiver of Process

In cases where the screening process produces five (5) or fewer eligible employees for available positions, the Fire Chief/Police Chief may waive the assessment center and/or written examination phases.

VI. Awarding of Points:

A. Purpose:

This crediting plan shall be used to determine eligible candidates.

B. Maximum Score Without Written Exam: (Fire Captain, Fire Battalion Chief, Police Corporal, Police Lieutenant, and Police Captain only)

The promotional procedure will be based on a total score of 100 points calculated on the following scoring system for ranks **not** required to take the Written Exam:

- |                      |                   |
|----------------------|-------------------|
| 1. Experience        | Maximum 15 points |
| 2. Education         | Maximum 15 points |
| 3. Assessment Center | Maximum 70 points |

C. Maximum Score With Written Exam: (Fire Lieutenant and Police Sergeant only)

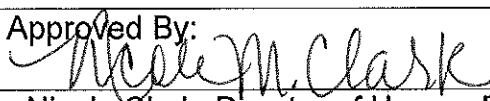
The promotional procedure will be based on a total score of 100 points calculated on the following scoring system for ranks required to take the Written Exam (Fire Lieutenant and Police Sergeant)

- |                      |                   |
|----------------------|-------------------|
| 1. Experience        | Maximum 15 points |
| 2. Education         | Maximum 15 points |
| 3. Assessment Center | Maximum 50 points |
| 4. Written Exam      | Maximum 20 points |

D. Experience:

1. Credit for experience shall be awarded at a rate of one (1) point per completed year of Full-Time employment with the Public Safety Division in the appropriate pay grade; no partial credit will be given.

- a. Example: Points for candidates competing for Fire Lieutenant shall be awarded at one (1) point per completed year of Full-Time

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employment with the Fire and Rescue Division in pay grade P01 or higher.

- b. Example: Points for candidates competing for Police Sergeant shall be awarded at one (1) point per completed year of Full-Time employment with the Police Division in pay grade P02 or higher.
- c. Example: Points for candidates competing for Fire Captain/Police Lieutenant shall be awarded at one (1) point per completed year of Full-Time employment with the Public Safety Division in pay grade P03 or higher.
- d. Example: Points for candidates competing for Fire Battalion Chief/Police Captain shall be awarded at one (1) point per completed year of Full-Time employment with the Public Safety Division in pay grade P04 or higher.

- 2. The cut-off date for awarding experience points shall be the last day of the month prior to the application closing date.
- 3. The maximum number of points creditable for experience is fifteen (15).

**E. Education:**

Directly applicable education shall be defined as course work in Fire Science, Fire Administration/ Police Science, Criminal Justice, or related field of study as determined by the Fire Chief/Police Chief. Credit will be given for **completed degrees only**. The maximum number of points creditable for education is fifteen (15).

- 1. Five (5) points shall be awarded for successful completion of an Associate's Degree Program from an accredited college or university in a directly applicable field of study;  

or
- 2. Ten (10) points shall be awarded for successful completion of a Bachelor's Degree Program from an accredited college or university in a directly applicable field of study;  

or
- 3. Fifteen (15) points shall be awarded for successful completion of a Master's Degree Program from an accredited college or university in a directly applicable field of study.

**VII. Assessment Center Examination:**

- A. The assessment center examination shall be administered by the Public Safety Divisions and/or professional consultants in coordination with the Department of Human Resources.

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*Nicole M. Clark*

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- B. The assessment center examination shall require candidates to demonstrate the knowledge, skills, abilities and performance dimensions required for the position sought. Examples of performance dimensions include, but are not limited to, conflict resolution, interpersonal skills, judgment, leadership, organizing and planning, supervision, teamwork and cooperation and customer service.
- C. The Department of Human Resources and or the Public Safety Division representatives shall advise all qualified candidates of the time, date, and location of the assessment center examination.
- D. Assessors and role players participating in the assessment center examinations will be selected by the Fire Chief/Police Chief, designee or consultants and shall not include members of the Hampton Public Safety Divisions. Assessors must have two (2) years in grade.
- E. The maximum number of points creditable for the assessment center examination is 50 for ranks required to complete the written exam. For ranks not required to complete the written exam the maximum number of points creditable is seventy 70.
- F. Candidates will be notified, in writing, of the assessment center examination evaluation within sixty (60) calendar days of the completion of the assessment center examination.

**IX. Promotion Register:**

After the completion of the examination process, the Human Resources coordinator shall total the experience and education points and the assessment center scores for each candidate. The resulting numerical scores shall be available only to Human Resources. Human Resources will use the numerical score to compile the promotion register. Within five (5) business days of receipt of the assessment center scores, Human Resources will provide candidates their total score and ranking.

**Referrals for Final Selection:**

In accordance with Personnel Policies Manual, Chapter 8, Section III D, the Department of Human Resources shall refer only the names from the promotion register of the top three (3) candidates for one vacancy, in alphabetical order to the Fire Chief/Police Chief on the final promotion list, for selection. If there is more than one vacancy, one additional candidate will be added per vacancy. An example would be if there are three (3) vacancies, the top three (3) candidate's names will go forward, plus one additional name per vacancy. In this example, there would be five (5) names put forward for the three (3) vacancies. The additional names would be the next highest scoring candidates. After the candidates have been referred for final selection, the Fire Chief/Police Chief may elect to conduct additional meetings with the referred candidates.

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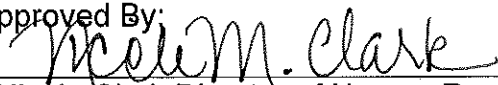
- A. For any vacancy authorized to be filled, the Fire Chief/Police Chief shall promote any of the candidates on the final promotional list, which is comprised of the names put forward from the promotion register, who in the Chief's sole discretion is the best-qualified candidate. The Fire Chief/ Police Chief shall consider: demonstrated job performance aligned with the Division's and City's policies, goals and objectives, competencies, individual professional development activities and discipline history via interviews with candidates, consultations with supervisors and review of personnel, training and division investigations files.
- B. If there is a tie with the final numerical score, all candidates tied for this numerical score will be added to the referral for final selection.
- C. If, in the opinion of the Fire Chief/Police Chief, extenuating circumstances prevent the candidate from accepting the promotional opportunity, the candidate's name may be retained on the register in alphabetical order for a maximum of two (2) job offers. After the second job offer, the candidate's name will be removed from the register.

**XI. Official Personnel Records:**

The official personnel file of the candidates may be reviewed by the Human Resources coordinator, the Public Safety Division representative, and/or the Fire Chief/Police Chief during the promotion process.

**XII. Failure to Attend Interviews:**

Any candidate who, after being properly notified, fails for any reason(s) unacceptable to the Director of Human Resources and/or the Fire Chief /Police Chief to attend an examination or interview shall be terminated from the current promotion process.

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The new Public Safety Promotional Process, Chapter 8, PAI Number 7, will replace existing PAI Number 2 (Fire and Rescue Promotional Procedure) from the Fire and Rescue Division, and PAI Number 3 (Police Division Promotion Procedure) from the Police Division.

Based on a thorough evaluation of the promotional process, the Fire Chief and the Police Chief have determined the divisions would benefit by sharing a Public Safety Promotional Process versus having two mirror promotional procedures.


Although this policy will be included in the City of Hampton's Personnel Policy Manual as opposed to the individual departmental SOP's, employees should direct their questions to the Chief of their respective division since this promotional process was developed via the joint efforts of both the Fire Chief and the Police Chief.

  
\_\_\_\_\_  
Fire Chief  
David E. Layman

1-21-14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Police Chief  
Terry L. Sult

1/17/14  
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Date

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